9 JUL 1981

MEMORANDUM FOR: Agency Building Planning Committee Members

STAT   FROM:

Chief, Building Planning Staff, OL

SUBJECT: "Non-office Space" Survey

1. In developing space requirements for the new building, the Building Planning Staff (BPS) is conducting a survey of "non-office space." Loosely defined, non-office space is that space assigned to an office/staff which is not regularly occupied as office space but which is available for use by one or more people. For our purposes, non-office space includes the following categories of vaulted and unvaulted areas:
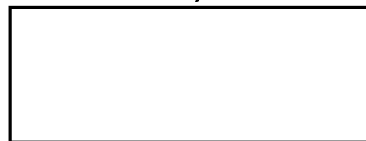
- Conference rooms
- Computer terminal rooms
- Storage rooms
- Central file rooms
- Classrooms
- Xerox rooms

We also include registries, mail rooms, and libraries, with the understanding that these areas normally are occupied by one or more employees.

2. BPS needs (1) a listing of non-office space currently used by each office/staff, by category, room number, and square footage; and (2) non-office space requirements (numbers and types of rooms, and square footage) projected for FY 1987. The Office of Training and Education (OTE) will project for classroom areas in general, but each office/staff should project its own space requirements for any in-house training which will not involve OTE.

3. There may be areas in use, or projected, which do not fall neatly into any of the categories listed above. We need to know about them. Categorize these as "special areas" and give us a brief explanation of their use.

4. Please forward your submissions to BPS, attention [   ] by cob 31 July 1981. Please follow the attached sample formats in making your submissions.   STAT

STAT

Attachments:
  2 Sample Formats

OL 1 2878

Non-office Space Survey

Current Usage

Category	Room #	Sq Ft
Conference	9D104 Hqs	230
Conference	9D105 Hqs	150
Storage	9C23 Hqs	600
etc.		

S A M P L E

Non-office Space Survey

FY 1987 Projection

Category & Number		Sq Ft
Conference (4)	1.	200
	2.	150
	3.	180
	4.	100
Storage (2)	1.	600
	2.	1,500
Library (1)	1.	3,000

etc.

SAMPLE

(10 copies)

+ OCR — ✓

OCO —

+ OER — ✓

+ OGSR — ✓

✗ OIA — ✓

✗ OSWR — ✓

✗ OSR — ✓

CRES —

NIC —

PMES —

+ OPA — ✓

Space Requirements Application

The BPS will need to develop an Agency Space Requirements database to use for feasibility studies, design, and construction of a new building. This database will consist of two information files: one that accounts for normal office and desk space needs and the second, to maintain an inventory of special spaces like conference rooms, laboratories, and computers.

It is proposed that the Office file be constructed by copying pertinent fields from the OP staffing complement, computing space requirements by position, using Federal Property Management standard allocations, and storing the file by organization. The desired content of the file is shown on attachment A.

The Special Space File will be built by manual data entry from both LSD/ADS and BPS workstations. Again, the file will be structured by organization but will have a different content per attachment B.

The files will be utilized by a report generator that should incorporate or have access to sort and merge routines, giving wide flexibility in formatting and content of reports. There should also be provision to suppress one or several fields during report generation.

It is expected that there will be daily queries against the database, typically calling out file entries by organization. There will be less frequent (monthly or quarterly) reports

generation involving formatting and printout of all or significant percentages of the database.

Updating of the Office database involving copying of current OP data elements will be infrequent, no more than quarterly and possibly annually.

Report printout using on-line laser printing is desired to provide quality printing on easily manageable paper sizes.

2

OFFICE SPACE FILE

1. <u>Organization Name</u>:   e.g., DDA/OL/LSD/ADS

2. <u>Position Title</u>:   e.g., clerk-typist

3. <u>Grade</u>:   e.g., GS-06, SIS-02, EP-4, etc.

4. <u>Incumbency</u>:   Allowable personnel assigned to position

5. <u>Mode</u>:   A blank field set aside for use in computation of nonstandard space requirements, e.g., equipment operators

6. <u>Per Capita Space</u>:   Square feet allocable to one incumbent

7. <u>Total Space</u>:   Sum of space allocable to all incumbents

8. <u>Comment</u>:   A free field

SPECIAL SPACE FILE

1. Organization

2. Facility Type: e.g., conference room, laboratory, computer, etc.

3. Area: square feet

3A.   ceiling height

4. Power: contains voltage and KVA when facility has unique power needs; otherwise blank

5. HVAC: contains CFM or GPH and BTUH for facilities with unique needs; otherwise blank

6. Comment: free field

ORGANIZATION

position Title - Grade - Incumbency
(PRODUCTION/SHIFT VS. STAFF?)

OL/LSD/ADS

SPECIAL
FACILITIES
DATA

SPACE REQMT.
DATA BASE

Process ← FPMR - Schedule of Allocations

REPORT
GENERATOR

SPACE
REQUIREMENT
REPORT